

**SECRET** (When Filled In)

AREA OR COUNTRY(S)	ORGANIZATION(S)	GENERAL FUNCTION(S)	SPECIFIC FUNCTION(S)	DOC DATE CLASS <u>S</u>
HQ	OPC	SUP	Administration CIA General Order #24	October 1949

**IDENTIFICATION OF DOCUMENT**

Excerpt from [OPC]/Administrative Staff Meeting of 4 October 1949.

**ABSTRACT NOTATION REFERENCES**

Explanation of effects CIA General Order #24 is expected to have on OPC Support effort.

**DOCUMENT LOCATION**

HS/CSG - 808 ✓

FORM 2523  
9-65

SOURCE DOCUMENT INDEX

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GROUP 1  
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(13-15)

**SECRET**

SUBJECT: Administrative Staff Meeting - 4 October 1949

1. The thirtieth meeting of the Administrative Staff was held on 4 October in the Conference Room of L Building. The following were present: Messrs. [REDACTED]

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[REDACTED] The following business was transacted:

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a. [REDACTED] discussed CIA General Order No. 24 and stated that there is nothing in the order that is of immediate concern to OPC. There is always the possibility that the [REDACTED] will be made a part of the new organization when it goes into effect. Mr. [REDACTED] stated that, as more and more projects are started, it is becoming necessary to assign Support Officers to each project and that ultimately there may be a Support Officer as well as Operations and Plans Officers assigned to each project. The Support Officer's job will be to serve as a backstop. He will not have to be an expert in any one field but should be knowledgeable in all support fields. He will also be expected to serve as liaison officer with the Training Staff, with such other Branches of CIA as are concerned with support, and with the National Military Establishment in regard to support facilities there. [REDACTED] requested that Personnel, Finance, Services and Security each submit a study to him as to how OPC Planning and Operations Branches and Divisions can deal directly with the Personnel, Services, Finance and Security Branches of the new Covert Support Staff. In the studies, both the advantages to be gained and the disadvantages are to be discussed. [REDACTED] said that it must be borne in mind whether or not we are going to lose control of any of the Support functions such as personnel records, etc., and whether or not OPC will lose control of its own over-all set-up. The target date for submission of the reports to COS is Tuesday, 11 October.

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b. [REDACTED] reminded that the monthly progress reports are due tomorrow, 5 October.

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c. [REDACTED] raised the problem in regard to collection of mail. A courier from OPC Registry makes a daily pick-up of OPC mail every day at 1:00 p.m. at the [REDACTED]. Services, CIA, want to know if the courier who picks up mail for all the other CIA offices can also pick up the OPC mail. There would then be no necessity for an OPC courier making trips to the post office. [REDACTED]

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[REDACTED] said that he had checked with [REDACTED] to whom one of the P. O. boxes is assigned, and that he had no objection to the CIA courier making the pick-up, and [REDACTED] said he could see no objection to that procedure.

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HISTORICAL DOCUMENT  
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Name: [REDACTED]

Date: [REDACTED]

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